




Plan ahead for a well-organised year

Our businesses are constantly pulling us in different directions. We can be so busy firefighting that we never really get on top of our workload. Use our handy calendar to help you plan for a smooth business year, whatever the season.

JANUARY	FEBRUARY	MARCH
Book your summer holiday. Factor in team members' plans too 	Gather finance info for year end 	Set business goals for new financial year 
APRIL	MAY	JUNE
Plan for summer marketing campaigns 	Retailers: Start marketing and PR campaigns ahead of Black Friday and Christmas	Organise holiday cover 
JULY	AUGUST	SEPTEMBER
Take a break! 	Book the Christmas party 	Events organisers: Book venues/acts/caterers etc for next summer
OCTOBER	NOVEMBER	DECEMBER
Plan for new year marketing campaigns 	Plan for Christmas office closure 	Review the last calendar year and set personal goals for the next one

Get Ahead can help with all these tasks and more! Get to know us at www.getaheadva.com



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